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MY MECHANIC'S LIEN CHECKLIST

1. Get copy of basic contract from client.
2. Get copy of supplemental documents from client.
3. Date work completed (not including correction of complaints):

4. Do we have copy of contractor's notice to owner? _____
5. Do we have signed consent if residential? _____
6. Order letter report from title company.
7. Venue: _____
8. If we are subcontractor, deadline for Notice of Lien. (Does it fall on Saturday or Sunday?): _____
9. Deadline for filing Lien (Does it fall on Saturday or Sunday?)

10. Deadline for suit on Lien: _____
11. Is the defendant or any party a corporation? If so:
Registered Agent _____ and _____
12. Does any party hold an interest, deeds of trust, or other mechanic's liens in the property other than the owner?
13. Do you have an accounting?
14. Legal Description of realty: _____
15. Notice Given: BY: _____

Lien Filed: _____

Petition filed: _____

All deed of trust holders added: _____

All other mechanic's liens researched and added: _____

16. Serve Interrogatories, Request for Production of Documents, and Requests for Admissions.

17. Schedule depositions?

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